

## EXHIBIT 4-F

### PROJECT PROGRESS REPORT

NAME OF COMMUNITY: \_\_\_\_\_

GRANT CONTRACT NUMBER: #MT-CDBG-\_\_\_\_\_ - \_\_\_\_\_

DRAWDOWN NUMBER: \_\_\_\_\_

TOTAL REQUESTED: \_\_\_\_\_

DATE: \_\_\_\_\_

**Administration:** Amount Requested \$\_\_\_\_\_

Include the amount and a brief description of the use of funds requested for each administrative line item, as shown on the Request for Payment and Status of Funds Report accompanying the Project Progress Report.

This portion of the progress report should also describe your current and planned administrative activities, highlighting any issues or concerns relevant to project administration. For example, if you anticipate the need for changes in the line item amounts shown in the activity budget these should be discussed well in advance, since budget adjustments require prior approval and if greater than 10% per line item, formal contract amendment.

**Activity:** Amount Requested \$\_\_\_\_\_

Include the amount and brief description of the use of funds requested for each activity line item, as shown on the Request for Payment and Status of Funds Report accompanying the Project Progress Report. The progress report should provide documentation of any major expenditure under this budget category. For example, for a public facilities project, attach a copy of the contractor's request for partial payment as reviewed and approved by the project engineer. For economic development projects involving loan agreements, provide documentation from the assisted entity for major expenditures such as: construction, equipment purchase and installation and working capital expenses.

Any other information relevant to the implementation of project activities should also be included in this section of the progress report, including a description of the cumulative progress and accomplishments achieved since project start-up and since the last progress report submitted. Use quantitative terms whenever possible. Any other information that appears pertinent should be included, especially if it may affect the level of accomplishment called for in the grant contract. For example, if you anticipate any problems or delays that could affect the project implementation schedule or budget, these should be fully described. Anticipated changes in the contract budget,

implementation schedule, or scope of services should be discussed in detail, well in advance of the needed change.

**Note: When grantees submit a drawdown to CDBG for grant funds, it will be requested that grantees report completed milestones and project progress as it relates to the current implementation schedule. When key dates identified in the current implementation schedule change, a revised implementation schedule needs to be reviewed for approval by CDBG. Upon approval, CDBG will issue a letter to the grantee confirming that the revised implementation schedule has been reviewed and approved.**

Note: Please refer to the sample project progress reports on the following pages of this exhibit.

## **SAMPLE PUBLIC FACILITY PROJECT PROGRESS REPORT**

NAME OF COMMUNITY: Town of Sunrise

GRANT CONTRACT NUMBER: #MT-CDBG-PFXX-XX

DRAWDOWN NUMBER: 3

TOTAL REQUESTED: \$73,500

DATE: 8/23/00

**Administration:** Amount Requested \$2,500

The funds requested for administrative costs in this drawdown are for the following tasks:

1. Legal services for preparation and local review of contract with construction contractor 10 hours at \$45.00/hour = \$450;
2. Reimbursement for time spent by the CDBG Project Manager conducting Davis-Bacon employee interviews and on-site meetings with the engineer and contractor to discuss and monitor project construction  
70 hours at \$25.00/hour = \$1,750;
3. Travel expenses for CDBG Project Manager - \$250;
4. Misc. office expenses and supplies - \$50;

**Activity:** Amount Requested \$71,000

The breakdown of activity costs is as follows:

1. Payment of \$50,000 to XYZ Construction Company for work on the water lines (see attached documentation). An additional \$2,000 will be paid with cash on hand from the last drawdown. Since the last drawdown, an additional 1,000 linear feet of water line has been installed, inspected and covered for a total of 1,500 feet to date. Another 500 feet will be installed in the next month;
2. Reimbursement for engineering services and inspections to Gasket Engineering Inc. – 75 hours at \$80.00/hour = \$6,000;
3. For payment of 1% Montana contractors tax - \$520;

4. Service connections - \$14,080. Eighty new service connections have been completed since the last draw for a total to date of 100. The remaining 15 connections will be completed after the next 500 feet of water line is installed;
5. Acquisition of the land for the water tank will be completed this month that is a little behind schedule. Construction of the tank will begin as soon as possible next month;
6. None of the 12 fire hydrants have been installed to date. Installation will begin next month.

## SAMPLE HOUSING REHABILITATION

## PROJECT PROGRESS REPORT

NAME OF COMMUNITY: City of Buffalo Gap

GRANT CONTRACT NUMBER: #MT-CDBG-HRXX-XX

DRAWDOWN NUMBER: 2

TOTAL REQUESTED: \$77,500

DATE: 8/23/00

**Administration:** Amount Requested \$4,000

The funds requested for administrative costs in this drawdown are for the following tasks:

1. Legal services for preparation and legal review of rehabilitation contracts  
10 hours at \$50.00/hour = \$500;
2. Payment to consultant for the following activities consistent with the terms of the administrative contract: completion of environmental review record, setting up revolving loan fund, assistance with rehabilitation contract negotiations and inspections.  
175 Hours at \$20.00/hour = \$3,500;

**Activity:** Amount Requested \$73,500

The breakdown of activity costs is as follows:

1. To be placed in the revolving loan fund for six new rehabilitation contracts for single family units - \$72,000. Five single family units have been rehabilitated since the last drawdown request. The project implementation schedule indicates that 8 units should have been completed and 3 under contract by this date. The cost per rehab project is slightly higher than expected which may affect the overall accomplishments proposed. As the remaining contracts are completed, an analysis of the costs and effects, if any, on project goals will be provided in the next report. Thus far, the cost per single family unit for the first five units completed has been \$12,000 instead of the \$9,000 expected;
2. Construction of the handicap access ramp is approximately halfway completed - \$1,500;

3. Two of the 10 multifamily units proposed for rehabilitation have been completed on schedule;
4. Four rental units have been placed under contract of which two should have been completed by this date.

The street improvements proposed to be done by the city have commenced close to schedule. Two of the 8 blocks proposed have been prepared for asphaltting and three of the eight alleys have been finished.